



DOCUMENTATION OF CREW COACHING & COUNSELING SESSION

Crew Name: Lenny Molina Department: Galley Date: 5/15/19
 Date of Problem: 5/11/19 Time: PM Suspect Location: _____

SPECIFIC NATURE OF PROBLEM

- | | | |
|---|--|---|
| <input type="checkbox"/> Dishonesty | <input type="checkbox"/> Absenteeism/Tardiness | <input type="checkbox"/> Carelessness |
| <input type="checkbox"/> Performance Below Par | <input type="checkbox"/> Unsafe Actions | <input type="checkbox"/> Not Following Orders |
| <input type="checkbox"/> Breaking House Rules (explain) | <input type="checkbox"/> Under the Influence | <input checked="" type="checkbox"/> Other (explain) |

Details regarding this problem: Better communication Follow up with menus & production sheets. Hostial when things are not correct. Needs to knock it down around staff.

Has this person been warned on this or a similar problem? ☐ Yes ☒ No
 If Yes, How? ☐ Verbal ☐ Written ☐ Suspension When? _____ (date)

Summation of counseling session: Understands Better communication and support. Time over attitude to get respect from staff
training schedule setup with chef Scott
menus & production sheet analyze
walk vessels & follow up with Lead & Eum's
Direct staff better
We will have a staff meeting next week

Action taken: ☐ Verbal ☐ Written ☐ Suspension ☐ Other

Plan for the Future: _____

"I understand that my signature on this form indicates that this matter has been discussed with me. I also understand that I may discuss this matter with Crew Resources and submit written comments in response if I feel it is incorrect or unfair. I have received a copy of this communication."

Supervisor: [Signature] Date: 5/15/19
 Witness (if any): [Signature] Date: 5/15/19
 Crew member: [Signature] Date: 5/15/19

NOTE: CONTINUANCE OF IMPROPER CONDUCT MAY RESULT IN HARSHER DISCIPLINARY ACTION, UP TO AND INCLUDING SUSPENSION AND DISMISSAL